

Montana State Depository Library Program Manual

State Depository Library



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Montana State Library staff

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INTRODUCTION

This manual provides policies and procedures for state depository librarians and state agency staff involved with the creation and distribution of state publications. Persons reading this manual will develop a better understanding of how state government information is distributed through the State Depository Library system. The state library will periodically revise this manual to reflect current policies and procedures.

HISTORY AND MISSION

The state library shall administer a state publications depository library program to identify, acquire, catalog, preserve, and provide access to state publications (MCA 22-1-212). The Montana State Library believes that "Information produced by government should be easily accessible, widely distributed, and free to citizens" (Strategic Plan 2006- 2011). Since 1967, the Montana State Library has distributed thousands of state publications to depository libraries across Montana.

IDENTIFICATION OF STATE PUBLICATIONS

State publications as defined by MCA 22-1-211 means any information originating in or produced by the authority of a state agency or at the total or partial expense of a state agency that the agency intends to distribute outside the agency, regardless of format or medium, source or copyright, license, or trademark.

EXAMPLES OF PUBLICATIONS TO SEND:

- annual and biennial reports
- audits (financial and management)
- brochures
- budgets and budget requests
- codes (published as compendia)
- directories and rosters
- drafts of plans (published for public review)
- environmental impact statements (draft & final)
- financial reports
- handbooks, guides and manuals
- journals and magazines
- laws (published as separate compendia)
- maps
- MEPA documents
- newsletters
- pamphlets
- planning and evaluation documents
- research reports and studies
- rules and regulations (as compendia)
- standards (as compendia)
- state or strategic plans
- statistical compilations

EXAMPLES OF PUBLICATIONS NOT TO SEND:

agendas
advertisements
affidavits
announcements
art work
applications
calendars
contracts
correspondence
fiction
forms
fund raising materials
grant proposals
bids, hearings (transcripts of)
job announcements
memorabilia
memoranda
minutes of meetings
news or press releases
newsletters & mailing lists (internal)
notices of proposed rule adoption
notices of sale
personnel manuals
petitions
photographs
policy handbooks
programs announcements
recruitment materials
reprints (reissued without change)
speeches
stationery
telephone directories
volunteer newsletters

ACQUISITION OF STATE PUBLICATIONS

As required by MCA 22-1-213 each state agency and/or agency subdivision shall designate at least one person as an agency contact to the state depository library program. This person is responsible for sending publications to the state library.

Current depository requirements provide publishing state agencies several options for depositing their new publications:

For digital state publications, do one (1) of the following:

- Use the state publication submission web site to drag and drop or copy and paste the digital file to the State Library. This site is found at: <http://msl.mt.gov/spc/forms/submit.asp>

or

- Email web address of the publication to statepublications@mt.gov.

or

- Submit CD, DVD, or other storage device to the "Publications Librarian" at Montana State Library.

For print state publications:

- Submit a digital file of the state publication by the means indicated above.

and

Do one (1) of the following:

- Submit 1 print copy to the “Publications Librarian” at Montana State Library for deposit with the Montana Historical Society.

or

- Submit 4 print copies to the “Publications Librarian” at Montana State Library for deposit with the Montana Historical Society, with the University of Montana and the Montana State University Libraries and with the Library of Congress.

or

- Submit 17 print copies to the “Publications Librarian” at Montana State Library for deposit with every Montana depository library.

Print copies may be mailed to the

Publications Librarian,
Montana State Library,
P.O. Box 201800
(1515 E. 6th Ave)
Helena, MT 59620-1800

The state library recognizes that in the past some state publications for whatever reason were never deposited. Therefore, state agencies may deposit at the state library, at any time, one (1) print copy of any historic state publications and the corresponding digital file (if available).

To increase state agency depository compliance the state library actively monitors many venues, principally state agency websites and postal notices announcing new publications. The state library also continues educational efforts to increase awareness of statutory requirements among state agency workers through issuing memos, fostering personal contacts with agencies, and issuing brochures clarifying the definition of a state publication.

ACCESS TO STATE PUBLICATIONS

MONTANA STATE LIBRARY COLLECTION

Descriptive catalog records for state publications are searchable in the state library online catalog and through OCLC WorldCat. Increasingly, access to these publications will be made electronically via links to digital versions of the state publications in the bibliographic records.

RSS feeds for all newly catalogued state publications are available at <http://msl.mt.gov/>

Although access to digital state publications is encouraged, print state publications that exist in the current state publications collection are available for circulation and use the Dewey Decimal system of classification. This collection is located on the lower level of the Montana State Library in Helena, Montana. This collection is separate from other State Library collections. Some state publications of high reference value are located in the reference collection.

The Montana State Library loans print materials directly to Montana State government employees, agencies, institutions and officials throughout the state. State publications are also available to all Montana citizens through interlibrary loan via their local libraries. Montanans without access to public library services may borrow directly from the State Library. We welcome visits from the public during our open hours of 8 a.m. to 5 p.m., Monday through Friday, excluding state holidays.

Library patrons are required to complete a registration card and provide identification in order to borrow materials. Patron cards expire two years from date of issue, and may be renewed by updating one's registration form.

The state library does not usually limit the number of items a patron may borrow at any one time. The state library, however, reserves the right to protect the interests of other patrons from abuse of this privilege.

DEPOSITORY LIBRARY COLLECTIONS

Depository libraries are designated as either print and/or digital depository libraries. Twice a month, the state library mails recently acquired print state publications to print depository libraries across Montana and to the Library of Congress. A printed shipping list is included.

MARC catalog records with OCLC numbers and links to full text access are provided to all depository libraries via email and a state library file transfer protocol site.

Digital only depository load MARC records for all state publications in order to provide access to the digital versions.

All Montana state depository libraries are open to the public for the free use of state publications. Each print depository library shall organize its collection of Montana state publications to ensure easy access. Depository libraries are not required to use any specific arrangement or system of classification for state publications. Inclusion of descriptive catalog records for state publications in the libraries' online catalogs is highly recommended. The Montana State Library will provide original catalog records for most state publications to depository libraries through the state library file transfer protocol site and OCLC. Depository libraries may provide access to non-catalogued state government brochures and other state government information of ephemeral value using a vertical file.

Print depository libraries will establish circulation and interlibrary loan policies that ensure wide free access to state publications. The loan policies will be consistent with circulation procedures for other materials. Depository libraries have a particular responsibility to make publications available on loan to neighboring libraries. The Montana State Historical Society Research Center, because of its archival responsibilities, does not loan its state publications collection.

The Library of Congress is the only non depository library that receives regular shipments of state publications from the state library. To build its research collection, the Anglo-American Acquisitions Division of the Library of Congress in Washington D.C. selectively acquires state agency publications that the Montana State Library sends. These publications are valuable to our Montana congressional staff needing research information about Montana. The Library of Congress forwards to other national libraries any state publications dealing with clinical medicine and technical agriculture.

APPENDICES

APPENDIX A: PRINT &/OR DIGITAL DEPOSITORY LIBRARY CONTRACT

This agreement is by and between the Montana State Library, hereinafter called the "State Library", and _____, hereinafter called the "Depository".

WITNESSETH: WHEREAS, the legislature of the State of Montana in 1967 enacted legislation codified as MCA 22-1-212 creating a distribution center at the Montana State Library for state publications and

WHEREAS, under that statute the state library is authorized to enter into contracts with other libraries to carry out the provisions of the state publications depository library program; and

WHEREAS, the _____ desires to enter into such an inter-library contract with the state library; and

WHEREAS, the Depository has selected to be a _____ Depository library that provides digital and print access to state publications

NOW, THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, THAT

- 1) The state library shall provide shipping lists for print and digital state publications.
- 2) The state library shall distribute to the Depository print state publications usually twice a month.
- 3) The state library shall provide the Depository bibliographic records for state publications.
- 3) The Depository shall provide adequate space to house and make the print state publications publicly.
- 4) The Depository shall process and shelve all print state publications in a timely manner after the receipt of such publications from the state library.
- 5) The Depository shall provide trained staff to assist patrons in the use of state publications.
- 6) The Depository agrees to comply with all of the rules, regulations, and standards adopted by the Montana State Library Commission for depository libraries.

OR

_____ Depository library that provides only digital access to state publications;

NOW, THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, THAT

- 1) The state library shall provide lists for digital state publications.
- 2) The state library shall provide the Depository bibliographic records for state publications.
- 3) The Depository shall holdings for all digital state publications in a timely manner after the receipt of such lists from the state library.
- 5) The Depository shall provide trained staff to assist patrons in the use of state publications.
- 6) The Depository agrees to comply with all of the rules, regulations, and standards adopted by the Montana State Library Commission for depository libraries.

Enclosed with this contract are copies of the MCA 22-1-211, 22-1-212, 22-1-213, and 22-1-218.

The contract may be terminated by either party upon three month written notice to the other party that said contract is to be terminated.

Dated this ____ day of _____, 200_.

Montana State Library

by: _____, Publications Librarian

_____, State Librarian

name of depository library

by: _____, Depository Librarian

_____, Chairperson or Director

APPENDIX B: MONTANA CODE PERTINENT TO THE DEPOSITORY PROGRAM

22-1-211. Definitions. As used in this part, the following definitions apply:

(1) "Depository library" means a library contracted by the state library under 22-1-212(2) to provide the general public access to state publications.

(2) "State agency" means any entity established or authorized by law to govern operations of the state, such as a state office, officer, department, division, section, bureau, board, commission, council, and agency of the state and all subdivisions of each.

(3) (a) "State publication" means any information originating in or produced by the authority of a state agency or at the total or partial expense of a state agency that the agency intends to distribute outside the agency, regardless of format or medium, source or copyright, license, or trademark.

(b) The term does not include information intended only for distribution to contractors or grantees of the agency, persons within the agency, or members of the public under 2-6-102 or information produced by a state agency that is intended strictly for internal administrative or operational purposes."

22-1-212. Administration of state publications depository library program -- rulemaking. (1) The state library shall administer a state publications depository library program to identify, acquire, catalog, preserve, and provide access to state publications.

(2) The state library may enter into contracts with other libraries to carry out the provisions of the state publications depository library program.

(3) The state library commission shall adopt rules necessary to carry out the provisions of this part."

22-1-213. State publications -- notification and availability requirements. State agencies shall notify the state library of their state publications and shall make available their state publications to the state library as provided by rule. The state library shall, if requested by the agency, reimburse any state agency for state publications required to be made available when the quantity desired will necessitate unreasonable expense to the agency."

Section 5. Permanent public access to state publications. The state library shall routinely notify depository libraries of recently acquired state publications. The state library shall coordinate with state agencies and depository libraries to ensure permanent public access to state publications. The state library shall offer state publications that it removes from its collection to the Montana historical society, which shall determine which state publications must be preserved as provided for in 22-3-203.

Section 6. Section 22-1-218, MCA, is amended to read:

"22-1-218. Exemptions.

(1) This part does not apply to:

(a) the state law library in connection with the collection described under 22-1-501;

(b) the code commissioner in connection with duties under Title 1, chapter 11, as amended; and

(c) the legislative services division in connection with duties under 5-11-203, as amended; and

(d) the Montana university system.

(2) The state library may, at its option and without causing the university system to incur expense, collect, catalog, and make available selected publications of units of the Montana university system."